



COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024/(562) 462-2716

CONNIE B. McCORMACK
REGISTRAR-RECORDER/COUNTY CLERK

August 16, 2002

TO: Each Supervisor

FROM: Conny B. McCormack
Registrar-Recorder/County Clerk

SUBJECT: **FICTITIOUS BUSINESS NEWSPAPER SOLICITORS**

This is in response to your August 6, 2002 Board Motion directing the Chief Administrative Office and Registrar-Recorder/County Clerk to develop a policy regarding fictitious business newspaper solicitation at the Department's Headquarters facility located at 12400 Imperial Highway, Norwalk.

As requested, attached is the Department's Fictitious Business Newspaper Solicitation policy that outlines facility solicitation guidelines and procedures. The policy and guidelines have been in effect for the last two years. Also attached for your information is a copy of the Facilities Management Orientation Checklist which provides an overview of the requirements and responsibilities of newspaper agency representatives soliciting in the building. The comprehensive newspaper orientation conducted by the Department's Facility Manager covers areas such as courtesy, professionalism, areas of solicitation and numbers of solicitors.

To further advise you the Department moved to its Norwalk Headquarters facility in 1993 and leased space to three newspaper agencies. While no new space has been leased to other newspapers, the number of newspapers soliciting at Norwalk now totals eleven. The Department proactively monitors the actions of all the newspapers solicitors and immediately responds to any problems or complaints received from the public. Periodic meetings are held with the newspaper publishers to ensure uniform compliance with our policy. The Department will take the necessary measures to remove any solicitor from the facility who does not comply with the procedures set forth in our policy.

Additionally because of the increase in the number of solicitors the Department will be engaging the Fire Marshall to ensure that this activity does not compromise any building safety issues. In an effort to educate the public regarding this activity, signs have been placed in the first floor lobby indicating that the Department reserves the right to limit or prohibit any solicitation which interferes with the public use or operation of this facility.

Please let me know if you have any questions.

Attachments
c: Executive Officer of the Board

SOLICITORS

The following outlines the Department's Solicitation Policy at the Norwalk Headquarters facility.

Pursuant to the 1992 People vs. Tisbert decision by the Appellate Court private vendors are permitted to solicit on County property. However, this decision does not preclude the establishment of guidelines and procedures to ensure that clients seeking Departmental services are not adversely impacted or inconvenienced by solicitors.

Any individual requesting facility solicitation rights must schedule an appointment to meet with the Assistant Registrar-Recorder/County Clerk, Administration. The appointment will be provided as soon as possible and should be scheduled through the secretary to the Assistant Registrar-Recorder/County Clerk, Administration. Additionally, the individual will meet with the Facility Manager for orientation which will include an overview of the solicitation guidelines.

These guidelines speak to and address a number of issues some of which include customer courtesy, professional conduct and areas of solicitation. Each newspaper or private company prior to soliciting must meet with the Assistant Registrar-Recorder/County Clerk, Administration and Facility Manager to ensure compliance with this policy. Additionally, nothing in this policy precludes or limits the Los Angeles County Safety Police Officer assigned to this facility to take any corrective action including the removal of solicitors from the building who impede or inconvenience the public.

Any questions regarding the implementation of this policy should be directed to the Assistant Registrar-Recorder/County Clerk, Administration.